

Additional Cases to Receive NEFs

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<hr/>					
Add Additional Cases to Receive NEFs					
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz					
Enter case number and click Add to List					
Add Additional E-mail Address Return to Person Information Screen Clear					

To remove a case from the list, the user must select **Remove** from the *Additional Cases to Receive NEFs* dropdown list and then click on the appropriate case number. A **Remove from List** button appears, allowing the user to remove the case from the list.

There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select **Delivery Method Exceptions** from the *Additional Options* dropdown list. If the user then selects **Add** from the *Delivery Method Exceptions* dropdown list that appears, the user can select the case(s) to add for the other delivery method.

Delivery Method Exceptions Options

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions
<hr/>					
Add Delivery Method Exceptions					
The following cases will receive Summary NEF e-mails.					
Select case to add to list here and click Add to List					
2:05-cv-07200 - Burnell v. Smith					
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz					
Add Additional E-mail Address Return to Person Information Screen Clear					

To add and configure additional e-mail addresses, the user should click the **Add Additional E-mail Address** button, which causes the *Secondary E-mail Addresses* field to appear.

Additional E-Mail Addresses Field

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<hr/>					
Show Additional Cases to Receive NEFs					
2:05-cv-07200 - Burnell v. Smith					
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz					
Secondary E-mail Addresses					
Add Additional E-mail Address Return to Person Information Screen Clear					

If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address. For all attorney users, the *Active* checkbox is available only for additional e-mail addresses.

Additional E-Mail Address Options

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<div>Show Additional Cases to Receive NEFs</div> <div>2:05-cv-07200 - Burnell v. Smith</div> <div>4:05-cv-70001-CBC-FJF - Newton v. Leibnitz</div>					
Secondary E-mail Addresses					
rdescartes@planelaw.net	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click to Show/Hide Options
<div>Add Additional E-mail Address</div> <div>Return to Person Information Screen</div> <div>Clear</div>					

Once the e-mail addresses have been added and configured, the user submits the changes by clicking the **Return to Person Information Screen** button.